



## HELPFUL EVENT PLANNING TIPS

- Based on the event you need to plan six to twelve months in advance
- Secure your venue
- You need to give yourself enough time to publicize the event
- Create a budget
- Do a timeline
- Make a checklist
- Confirm contractors **GET IT IN WRITING!**
- Confirm attendees
- Work out logistics/do a walk through prior to the event
- Advertise/Marketing/Promotions Plan

### After the event

- Evaluate the event
- Talk about what you could have done better
- Did you allow yourself enough time to successfully complete the project?
- List the things you hope to make better the next time

If you need assistance with your next event please give me a call.

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